

**CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION**

**TITLE: SENIOR MANAGEMENT ANALYST
SENIOR MANAGEMENT ANALYST (NON-CLASSIFIED)**

DEFINITION

Under administrative direction, to develop, implement, project, and monitor revenue and expense related activities of the city; to develop, implement, and monitor performance criteria for work programs of City departments and for services contracted to outside agencies; to perform professional work in finance and budget analysis, preparation, administration, and reports; to perform complex studies, research, and analyses relative to programs and their financial support; to provide financial/budgetary staff support to the Office of Management and Budget, Finance Department, or to a large department; and to perform other related work as required.

REPORTS TO: Principal Management Analyst, Administrative Services Manager, Assistant to City Manager, and/or Department Head, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Management Analyst series. This class is distinguished from the Management Analyst by the performance of advanced journey level duties; the lead responsibility for one or more functional areas such as coordination of the annual cost control study and cost allocation plan, serving as city-wide grants administrator, coordinating departmental computer operations, maintaining position control and authorizing position vacancies; and the ability to directly supervise subordinates as assigned. Incumbents at this level typically provide assistance and direction to others in the resolution of new or unusual situations. This class is distinguished from the Principal Management Analyst by the absence of direct supervision of other professional level staff and the absence of managerial responsibilities for a division or section.

Incumbents assigned to the non-classified position shall be appointed "at-will" and exempt from the classified service and serve at the pleasure of the City Manager or designee.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from higher level management staff as assigned. May exercise functional, technical, or lead responsibility on a project basis and/or direct supervision over para-professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

All positions:

- Conduct complex research and analyses activities concerning organizational structure, staffing, operations, procedures and policies; make recommendations for departmental and city policy.
- In conjunction with the appropriate departments and outside agencies, develop, implement, project and monitor revenue and expense related activities for city programs and contracted services.
- Participate in the development of management information systems and processes.

- Provide training, technical support, and group presentations to employees, executive management, and elected officials regarding operational policies and procedures.
- Prepare council reports, financial reports, statistical tables, charts and graphs.
- Serve as a management liaison to various boards, committees, and citizen advisory groups, as assigned.
- Supervise, train and evaluate para-professional, technical and clerical staff as assigned.
- Coordinate the departmental computer operations; assist in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation, and computer operation and maintenance, as assigned.
- In addition to the above duties, when assigned to the Finance Department:
- Perform complex research and analyses activities regarding various financial related projects, such as development impact on city services and costs thereof; analyses of changing services and impacts upon fees and charges; analyses of alternative methods of financing; analyses of state mandated financial reporting requirements; monitoring and analysis of federal and state proposed and implemented legislation.
- Develop, review, and analyze budgeted revenue estimates and fund sheets for the preliminary and final budget.
- Prepare annual cost control study and cost allocation plan reports used to establish fees and charges and determine interdepartmental charges.

In addition to the above duties, when assigned to the Office of Management and Budget:

- Develop schedules, formats, and procedures for budget preparation and control.
- Review and analyze departmental budget estimates and participate in the development of preliminary and final City budgets.
- Assist in presenting and justifying the annual operating revenues, departmental budget estimates, and capital improvement budgets to the City Council.
- Participate in budget conferences and make recommendations on budget requests.
- Serve as Grants Administrator for City, as assigned.
- Monitor and verify position authorization for all position vacancies, as assigned.
- Maintain and modify Budget Development System, as assigned.

In addition to the above duties, when assigned to other large departments:

- Direct and coordinate the fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements, and computer operations.
- Prepare or supervise the preparation of the departmental budget; review, analyze, and compile budgets of various programs or divisions; explain needs and provide justifications for items; review and decide on expenditure requests and budget variances.
- Perform analysis and review of rates; assist in development or revision of rate structures.
- Monitor and analyze federal and state legislation and regulatory actions.
- Develop, review, and analyze budgeted revenue estimates and fund sheets for preliminary and final budgets.

QUALIFICATIONS

Knowledge of

- Principles, methods and practices of public administration, municipal finance, accounting and budget Principles, methods and practices of fiscal projections and their application to municipal budgeting and finances.
- Cost accounting procedures and practices and their relationship to budgeting.
- Research techniques, methods and procedures.
- Principles and techniques of systems and procedures analysis.
- Principles of supervision.
- Computer software applications used to create spreadsheets and analyze data in database form.
- Modern office management principles, practices, equipment, and systems.

Ability to:

- Gather pertinent facts, make thorough analyses and arrive at sound conclusions and projections.
- Analyze, interpret and report research/analytical findings in clear, complete and logical form.
- Present ideas concisely and effectively, orally and in writing.
- Explain technical financial projections, analyses, budgeting, and accounting problems in a simple, non-technical language.
- Operate a personal computer using data base and spread sheet programs; perform limited program modification to adapt software to varying applications.
- Supervise, train and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, accounting or a closely related field. Two years of professional experience may substitute for two years of the required education on a year for year basis.

Experience: A range of 3-5 years of experience in governmental budgetary, finance, and revenue analysis and projections activities, preferably in municipal government. A master's degree may substitute for one year of experience.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Management Analyst

TO: Principal Management Analyst, or Administrative Services Manager